

COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director



BOARD OF SUPERVISORS

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DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601
Fax: (213) 386-1297

December 04, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO EXTEND ON A MONTH-TO-MONTH BASIS A SOLE SOURCE SERVICES
AGREEMENT WITH MENTAL HEALTH ADVOCACY SERVICES, INC. FOR THE REMAINING SIX
MONTHS OF FISCAL YEAR 2012-13
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to extend on a month-to-month basis a sole source services agreement with Mental Health Advocacy Services, Inc., to continue assisting mental health clients with filing applications for financial benefits; and to provide advocacy services for families in need of Special Education services from public schools without interruption for the remaining six months of Fiscal Year 2012-13.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Director of Mental Health (Director), or his designee, to prepare, sign, and execute an Amendment, substantially similar to the attached format, with Mental Health Advocacy Services, Inc. (MHAS), to extend the contract for the remaining six months of Fiscal Year (FY) 2012-13, on a month-to-month basis for the period of January 1, 2013, through June 30, 2013. Each monthly extension will be in the amount of \$33,741. The Total Compensation Amount (TCA) for six monthly extensions will not exceed \$202,450, funded by Sales Tax Realignment revenue.
2. Delegate authority to the Director, or his designee, to prepare, sign, and execute future amendments to the Services Agreement, as necessary, to reduce programs or services, purchase additional services of the same type described in the Agreement, or reflect program and/or Board policy changes provided that: 1) the County's total payments under this Agreement for the applicable

fiscal year does not exceed an increase of 10 percent from the last Board-approved TCA; 2) sufficient funds are available in the approved FY 2012-13 Final Adopted Budget for any increases in compensation; 3) approval by County Counsel, or his designee, is obtained prior to such amendments; and 4) the Director notifies your Board and Chief Executive Officer of amendments in writing within 30 days after execution of each amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of the monthly extensions will enable MHAS to continue providing essential benefits establishment assistance and advocacy services without interruption for both the severely and persistently mentally ill adults and the children with Special Education needs.

On March 12, 2012, the Department of Mental Health (DMH) released the Request for Proposals (RFP)-Benefits Establishment Assistance and Advocacy (BEAA) Services. This RFP will allow DMH an opportunity to assess if there are other community-based organization(s) besides MHAS that can assist mental health clients with all the steps involved with applying for Supplemental Security Income, Social Security Disability Insurance, or Medi-Cal benefits. In addition to benefits establishment services for clients, MHAS also provides: 1) training and consultation to the staff of DMH directly operated clinics on benefits establishment; and 2) training, advocacy and consultation to the families of severely emotionally disturbed school-age children and Transition Age Youth on how to acquire benefits including special education and other related supportive services. The agency who is awarded through this RFP will also be responsible for providing these services.

As DMH proceeds with completion of the RFP process, approval is requested from your Board to authorize month-to-month extensions from January 1, 2013, through June 30, 2013, with MHAS to provide for a continuation of services during the final stages of the RFP process (protest appeal and contract negotiations).

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Plan Goal 3, Integrated Services Delivery.

FISCAL IMPACT/FINANCING

The total estimated cost of the increase in MHAS TCA for six monthly extensions beginning January 1, 2013, through June 30, 2013, will not exceed \$202,450, and is fully funded with Sales Tax Realignment revenue. Funding for this agreement is included in DMH's FY 2012-13 Final Adopted Budget.

There is no net County cost impact associated with the recommended actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 15, 2012, your Board approved a six-month extension beginning July 1, 2012, through December 31, 2012, for FY 2012-13. During this extension, DMH completed the evaluation of the proposals and notified the proposers of the RFP results. DMH is seeking your Board approval once again to amend the existing contractor's term for MHAS on a month-to-month basis to prevent

interruption in services, pending the completion of the RFP's appeals and contract negotiation process.

The Amendment has been approved as to form by County Counsel. DMH will continue to supervise and monitor Contractor's adherences to the Agreement's provisions to ensure that quality services are provided to clients.

CONTRACTING PROCESS

On March 12, 2012, DMH released the RFP-BEAA services to identify agencies that could provide advocacy services for mental health clients. DMH announced the release of the RFP by mailing letters to agencies on the Departmental Bidders List, published the announcement in major local newspapers, and posted notices on DMH and Countywide internet sites.

On March 27, 2012, DMH held a Mandatory Proposers' Conference that was attended by 67 people representing 40 agencies. DMH received two proposals on or before the final submission date of April 17, 2012. The evaluation committee comprised of five evaluators and one facilitator, convened on June 11, 13, and 14, 2012, to evaluate and score the proposals using a standard evaluation tool. The Department's Executive Team reviewed the Evaluation Committee's results and presented the recommendation to the Director for approval. In the evaluation process, the scores determined that Health Advocates was the most successful proposer providing adequate responses to the RFP. MHAS, who also submitted a proposal, has requested a formal RFP debriefing and appeal process.

DMH will return to your Board to request authorization to award and execute an advocacy services agreement with the prospective contractor, pending the outcome of the RFP debriefing, appeals process, and successful contract negotiations with the qualified proposer, who can best meet the needs of the Department. The selected awardee under this RFP will render services for a three-year term, prior to the end of FY 2012 -13.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the proposed actions will ensure that access to benefits for mentally and developmentally disabled clients will continue without interruption, pending DMH's completion of the RFP process.

The Honorable Board of Supervisors

12/4/2012

Page 4

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:MM:CW:RK:d

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Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chairperson, Mental Health Commission

AMENDMENT NO. ____

THIS AMENDMENT is made and entered into this ____ day of ____, 2012, by and between the COUNTY OF LOS ANGELES (hereafter "County") and Mental Health Advocacy Services, Inc. (hereafter "Consultant").

WHEREAS, County and Consultant have entered into a written Agreement, dated June 9, 2010, identified as County Agreement No. MH190076, (hereafter collectively "Agreement"); and

WHEREAS, County and Consultant intend to amend Agreement only as described hereunder; and

WHEREAS, for FY 2012-13, County and Consultant intend to amend Agreement to extend the term of this Agreement, beginning **January 1, 2013** and continuing on a month-to month basis through **June 30, 2013**, to avoid a disruption in services while the Department of Mental Health (DMH) completes its pending Request For Proposals (RFP) solicitation process for mental health services; and

WHEREAS, the Total Compensation Amount (TCA) for FY 2012-13 to cover the remaining six monthly extensions period shall be **\$202,450**; and

NOW THEREFORE, County and Consultant agree that the Agreement shall be amended only as follows:

1. For FY 2012-13, County and Consultant amend Agreement to extend the term of the Agreement beginning January 1, 2013 and continuing on a month-

to month basis through June 30, 2013, to avoid a disruption in services while DMH completes its pending RFP solicitation process for mental health services. For FY 2012-13, the TCA shall be **\$202,450**.

2. Exhibit B-3 (Fee Schedule) shall be revised and replaced with Exhibit B-4 (Fee Schedule), attached hereto and incorporated herein by reference.
3. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Director of Mental Health or his designee, and Consultant has caused this Amendment to be subscribed on its behalf by its duly authorized officer, on the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

Mental Health Advocacy Services, Inc.
CONTRACTOR

By _____

Name _____

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development
and Administration Division

Mental Health Advocacy --Amend no 4 120412

EXHIBIT B-4

**MENTAL HEALTH ADVOCACY SERVICES
FISCAL YEAR 2012-13
REMAINING SIX MONTHS
MONTH-TO-MONTH EXTENSION**

BUDGET

Exclusively for Fiscal Year 2012-13 only (January 1, 2013 to June 30, 2013)

I.	PERSONNEL PLUS EMPLOYEE BENEFITS	\$ 175,150
II.	SERVICES AND SUPPLIES	11,050
III.	EQUIPMENT- Lease and Maintenance	3,000
IV.	OFFICE RENTAL	<u>13,250</u>
Total Compensation Amount (TCA during extension period)		<u>\$202,450</u>

Contractor may only adjust up a maximum of ten percent (10%) of the dollar amount of any of the above line items without prior approval of the Director, provided that any increase in any line item shall be offset by a corresponding decrease in another area (I, II, III or IV). Any other changes in this budget require written approval by the Director. In no event shall any such adjustment result in any increase in the dollar amount as indicated as Total Compensation Amount (TCA during the extension period).